

Policies and Forms Guide

Policies

- ◆ State and Federal Laws governing DCS policies are listed in the “**Authority**” Section of each policy.
- ◆ Best Practice, COA and ACA Standards governing DCS policies are listed in the “**Standards**” Section of each policy.
- ◆ Managers and Supervisors/designees must provide instruction, interpretation and/or training on policies and procedures and other documents relevant to an employee’s job duties as required by DCS Policy [1.3 Communication-Meetings, Information Sharing Policy Development and Review](#).
- ◆ Policies are effective according to the date listed in the policy footer.
- ◆ Policies impacted by a Procedure Change Notice (PCN) are effective according to the date that the PCN is implemented.

Administrative Policy and Procedures Announcement Definitions

- ◆ **Procedure Change Notice (PCN)** - PCN’s are issued when there are minor revisions to procedures within a policy. Minor revisions include, but are not limited to: minor editing/corrections, updates to revise DCS offices and staff titles and the addition of forms or other documents that do not precipitate major content or practice changes.

PCN’s have a **PCN Effective Date** listed at the top of the policy that only refers to the minor change made to the policy. During the Departmental Review process, policies with a PCN will be updated to integrate the change and, at that time, are reviewed by the Commissioner for signature approval.

- ◆ **Preview-** New draft policies or existing policy revisions that are available for public preview and comment prior to policy implementation.
- ◆ **Minor Policy Review-** Policy revisions that may not have a significant impact on current practice or processes. A policy overview/discussion is recommended during regularly scheduled meetings or at the discretion of Supervisors and Managers.
- ◆ **Major Policy Review-** New or existing policy revisions that **are substantial and impact current practices or processes**. An overview/training is conducted with employees that are relevant to an employee’s position or job duties.

Forms

- ◆ Forms are revised frequently. Always check the “Forms” web page for the most current version. **Forms may not be altered without prior approval.**
- ◆ New and revised forms should be submitted through local Forms Coordinators to the DCS Document’s Program Specialist.